



Norfolk House School

CONFIDENTIAL MEANS QUESTIONNAIRE

Please complete this form in as much detail as possible. We need this information to be able to process your application for a bursary.

Information which is mandatory for you to provide is indicated below by a *

If you do not complete the mandatory sections in full this may jeopardise or delay your application.

A: PERSONAL DETAILS

FULL NAME OF PUPIL* _____

NAME GENERALLY USED _____

D.O.B _____ DATE OF ENTRY _____

PARENTS

FIRST SIGNATORY

SECOND SIGNATORY

NAME IN FULL (please include all names)* _____

NAME IN FULL (please include all names)* _____

D.O.B _____

D.O.B _____

RELATIONSHIP TO CHILD _____

RELATIONSHIP TO CHILD _____

ADDRESS* _____

ADDRESS* _____

POSTCODE* _____

POSTCODE* _____

TELEPHONE* _____

TELEPHONE* _____

MOBILE _____

MOBILE _____

EMAIL _____

EMAIL _____

OCCUPATION _____

OCCUPATION _____

EMPLOYMENT STATUS* _____

EMPLOYMENT STATUS* _____

EMPLOYER / BUSINESS* _____

EMPLOYER / BUSINESS* _____

ADDRESS* _____

ADDRESS* _____

POSTCODE* _____

POSTCODE* _____

TELEPHONE _____

TELEPHONE _____



B: YOUR INCOME OVER THE LAST 12 MONTHS

Please provide figures for income on a monthly basis

	FIRST SIGNATORY	SECOND SIGNATORY
Net monthly salary*		
Interest on savings*		
Dividends from shares (including any company of which you are a director)*		
Rent from owned property*		
Pension*		
Money from second job*		
Money from others in household*		
Income support*		
Jobseeker's allowance		
Child maintenance*		
Department for Work and Pensions benefits*		
Income from other assets or trusts*		
Payments from insurance policies, payments from other payment protection policies or plans*		
Permanent health insurance*		
Any other sources of income*		
TOTAL*		

C: OUTGOINGS OVER THE LAST 12 MONTHS

	FIRST SIGNATORY	SECOND SIGNATORY
Mortgage payments on principal residence*		
Rent on principal residence*		
Pension contributions*		
Life policy and other insurance policies *		
Loans and credit cards*		
Income tax*		
TOTAL*		



D: CAPITAL ASSETS

	FIRST SIGNATORY	SECOND SIGNATORY
PROPERTY		
Market value of principal residence*		
Freehold or leasehold*		
Market value of other properties (including any abroad)*		
Car(s)*		
INVESTMENTS		
Bank / building society deposits*		
Shares*		
Individual Savings Accounts (ISAs), PEPs, Bonds*		
Shares in unit trusts and other stock market investments*		
CORPORATE ASSETS		
Director's fees*		
CASH		
Current accounts*		
Savings accounts*		
Redundancy payments or any other payments received on the termination of employment*		
TOTAL*		

E: LIABILITIES

	FIRST SIGNATORY	SECOND SIGNATORY
Outstanding value of mortgage*		
Other loans (secured and unsecured): please give details*		
TOTAL*		



TOTALS

	FIRST SIGNATORY	SECOND SIGNATORY
Assets*		
Liabilities*		
TOTAL*		

F: DEPENDANTS

	FIRST SIGNATORY	SECOND SIGNATORY
CHILD ONE		
Name*		
Date of birth*		
School attended*		
CHILD TWO		
Name*		
Date of birth*		
School attended*		
CHILD THREE		
Name*		
Date of birth*		
School attended*		
OTHER		
Other dependants: please give details*		



G: DOCUMENTATION

Please indicate which of the following documents have been provided to support your application.

	FIRST SIGNATORY	SECOND SIGNATORY
INCOME		
Payslips*		
P60*		
HMRC tax calculation (self-assessment)*		
Bank statements*		
ASSETS		
Mortgage statement*		
Property valuation*		
Investment portfolio valuation*		

H: DECLARATION

I / We confirm that I / we have answered all of the above questions in full and that should any material change occur to our financial circumstances that I / we will inform the school immediately.

I / We understand and agree that if awarded a bursary is dependent upon:

- the pupil working hard, contributing positively to the life of the School and setting a good example to other pupils;
- parental support of the pupil to achieve the purposes of the award and to uphold the good name of the School; and
- payment of the balance of the fees account before the first day of term.

I / We understand and agree that if awarded the bursary shall be subject to the School's Conditions of Award which will be provided with the letter offering the award.

FIRST SIGNATORY

SIGNATURE _____

TITLE (e.g. Mr, Mrs, Ms) _____

NAME IN FULL (please include all names)

RELATIONSHIP TO CHILD _____

DATE _____

SECOND SIGNATORY

SIGNATURE _____

TITLE (e.g. Mr, Mrs, Ms) _____

NAME IN FULL (please include all names)

RELATIONSHIP TO CHILD _____

DATE _____

Please return this form, together with the Bursary Application Form, to the Headmistress' Personal Assistant.

